

QUOTA CORRECTION REPORT - ZPT2013

The Quota Correction Report has been created to run a report to determine existing 2013 quota correction records. Use the **ZPT2013** transaction code to run the report. The steps to run this report are outlined below.

2013 Quota Correction

Further selections | Search helps | Sort order

Period

☐ Today
 ☐ Current month
 ☐ Current year
☐ Up to today
 ☐ From today
☒ Other period

Data Selection Period: [] To: []
 Person selection period: [] To: []
 Payroll period: []

Selection

Personnel Number: [] [Selection Icon]
 Employment status: [] [Selection Icon]
 Company Code: [] [Selection Icon]
 Payroll area: [] [Selection Icon]
 Pers.area/subarea/cost centre: [] [Selection Icon]
 Employee group/subgroup: [] [Selection Icon]

Additional data

Absence Quota Type: [] to: [] [Selection Icon]
 Operation Indicators for Aut: [] to: [] [Selection Icon]
 Transfer Accrued Entitlement: [] to: [] [Selection Icon]
 Name of Person Who Changed O: [] to: [] [Selection Icon]

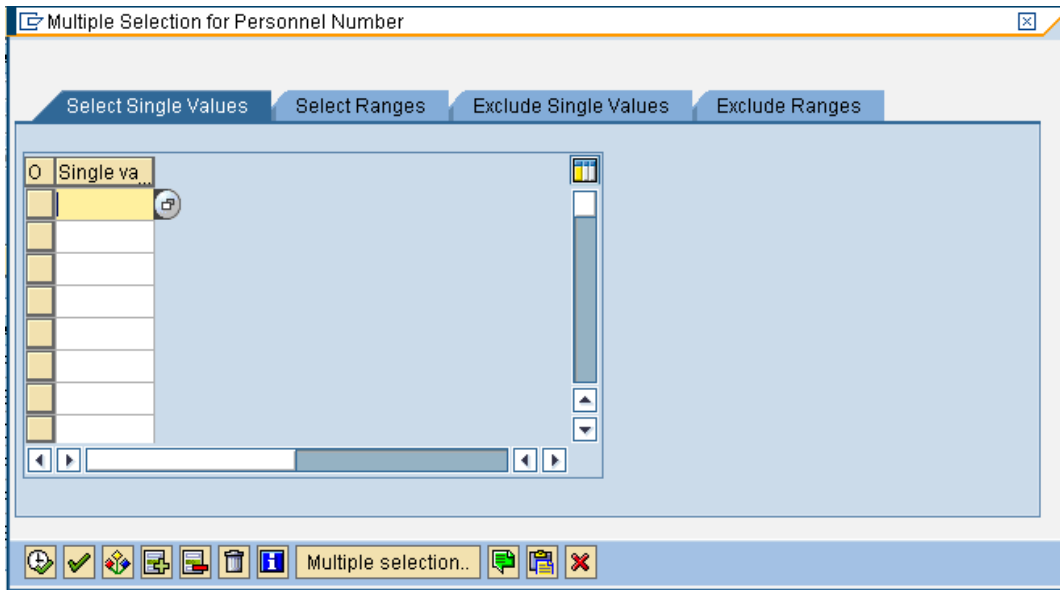
Output Options



Query Title: 2013 Quota Correction Records

☒ Output to ALV [] ALV Variant
☐ Output to Local File []
☐ Output to Appl. Server File []
☐ Overwrite file if it exists
☒ Show Header/Footer ☐ Enable Header for Print Output

1. Click the **Up to today** radio button in the Period section.
2. In the Selection section, click the **Multiple selection** button beside Personnel Number field





3. Click the **Upload from clipboard** button  (assuming you have a list of Personnel Numbers already copied into your clipboard from a spreadsheet.) You can also enter in one or more Personnel Numbers directly.
4. Click the **Copy** button .

Program Edit Goto System Help

2013 Quota Correction

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☒ Up to today ☐ From today


☐ Other period


Data Selection Period To


Person selection period To


Payroll period


Selection


Personnel Number 

Employment status 


Company Code 


Payroll area 


Pers.area/subarea/cost centre 


Employee group/subgroup 

Additional data

Absence Quota Type to 

Operation Indicators for Aut to 

Transfer Accrued Entitlement to 

Name of Person Who Changed O to 

Output Options

Query Title

☒ Output to ALV ALV Variant

☐ Output to Local File

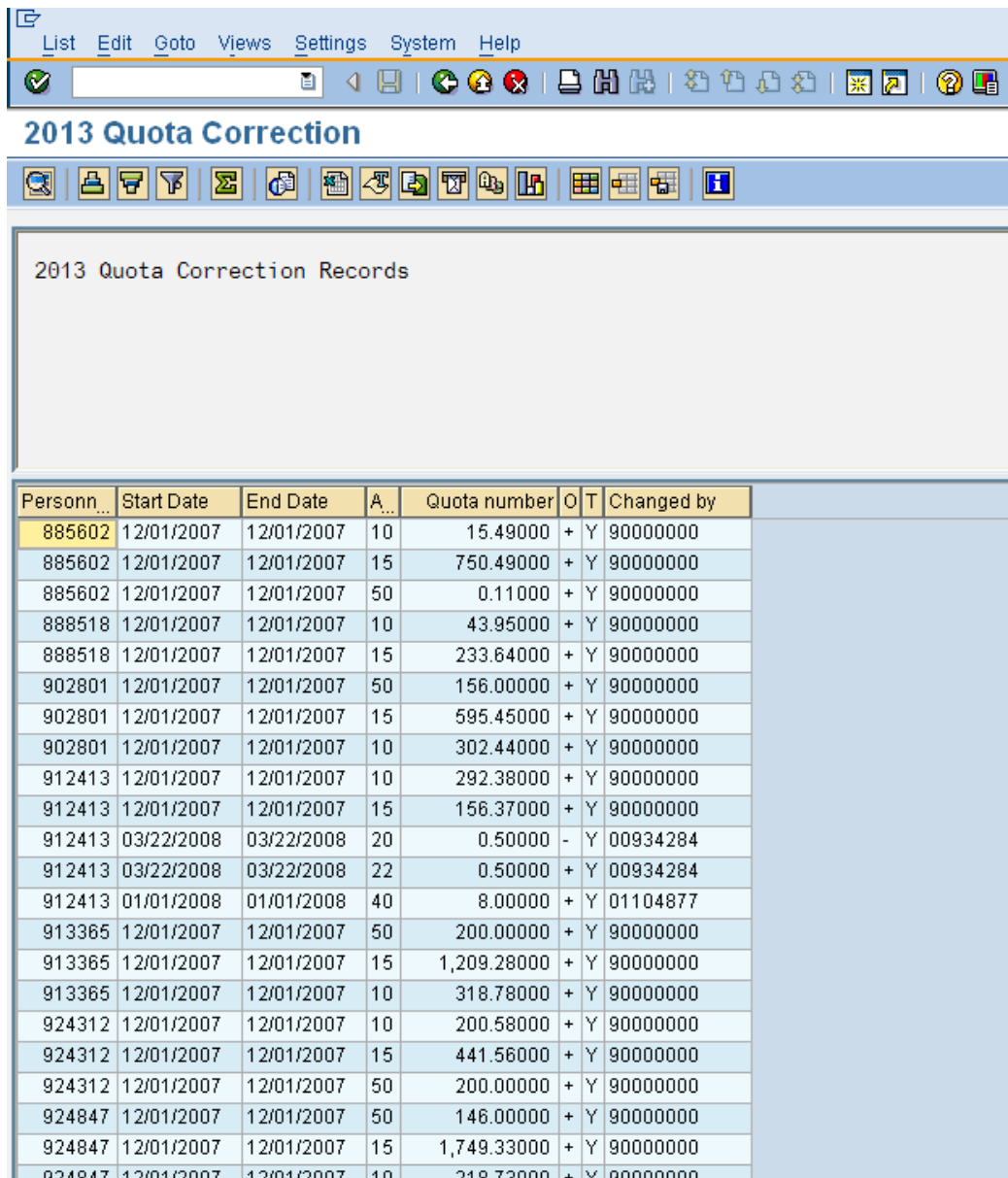
☐ Output to Appl. Server File

☐ Overwrite file if it exists

☒ Show Header/Footer ☐ Enable Header for Print Output

5. Click the **Execute** button .

6. View the results.



The screenshot shows the SAP ZPT2013 interface. At the top is a menu bar with 'List', 'Edit', 'Goto', 'Views', 'Settings', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main title is '2013 Quota Correction'. Below this is another toolbar with icons for selection, printing, and other functions. The main area is titled '2013 Quota Correction Records' and contains a table of data.

Personnn...	Start Date	End Date	A...	Quota number	O	T	Changed by
885602	12/01/2007	12/01/2007	10	15.49000	+	Y	900000000
885602	12/01/2007	12/01/2007	15	750.49000	+	Y	900000000
885602	12/01/2007	12/01/2007	50	0.11000	+	Y	900000000
888518	12/01/2007	12/01/2007	10	43.95000	+	Y	900000000
888518	12/01/2007	12/01/2007	15	233.64000	+	Y	900000000
902801	12/01/2007	12/01/2007	50	156.00000	+	Y	900000000
902801	12/01/2007	12/01/2007	15	595.45000	+	Y	900000000
902801	12/01/2007	12/01/2007	10	302.44000	+	Y	900000000
912413	12/01/2007	12/01/2007	10	292.38000	+	Y	900000000
912413	12/01/2007	12/01/2007	15	156.37000	+	Y	900000000
912413	03/22/2008	03/22/2008	20	0.50000	-	Y	00934284
912413	03/22/2008	03/22/2008	22	0.50000	+	Y	00934284
912413	01/01/2008	01/01/2008	40	8.00000	+	Y	01104877
913365	12/01/2007	12/01/2007	50	200.00000	+	Y	900000000
913365	12/01/2007	12/01/2007	15	1,209.28000	+	Y	900000000
913365	12/01/2007	12/01/2007	10	318.78000	+	Y	900000000
924312	12/01/2007	12/01/2007	10	200.58000	+	Y	900000000
924312	12/01/2007	12/01/2007	15	441.56000	+	Y	900000000
924312	12/01/2007	12/01/2007	50	200.00000	+	Y	900000000
924847	12/01/2007	12/01/2007	50	146.00000	+	Y	900000000
924847	12/01/2007	12/01/2007	15	1,749.33000	+	Y	900000000
924847	12/01/2007	12/01/2007	10	218.73000	+	Y	900000000

The results can be sorted, filtered, exported to a spreadsheet, etc, as with any ALV grid report.

NOTES

- This report will run fastest if Personnel Numbers are entered in the selection criteria.
- You can limit the results by entering a quota type in the **Absence Quota Type** field in the Additional data section.
- This report can also be run by entering the Leave Admin's Personnel Number (*include leading zeroes*) in the **Name of Person Who Changed O** field in the Additional data section. This will return all 2013's created by that Leave Admin, but may take several minutes to run.